Sanitized - Approved For Release: CIA-RDP70-00211R000200150042-6 Chief, Management Staff y Nevember 1956 25X1A9a Chief, Odd Staff (D)/I Area) Work Report Week Ending 7 November 1956 As committainment a 1. Project 6-13, Personnel Records Survey, Phase II - Study of State Dept. Systems and Provious Systems Used in BD/P. Completed. Personnel forms, files and server boards in the Department of State were described and the distribution of the form was compared with the igency distribution of the same forms. The location of CIA personnel files prior to the establishment of a central personnel office was described and related to the question of the fessibility of decentralizing the official personnel file to the third eshelon (e.g. Area Bivision, UCI, FI Staff, Commo, etc.) 25X1A9a M-1070, Establishment of Forition in 25X1A7b burcau and Elimination of Position in 25X1A9a Sureen. S. Completed. Assignments Active This Rock 3. Project 6-45, CCE Space Study - At request of DD/L an analysis of everorouging in GCR and appropriate recommendations for improvement. 25X1A9a (IN A TEAL IS November) h. W-1966, Request for ELIET T/O Increase for Gol and EU. (15 Nov.) 25X1A9a 5. Project 5-16, Preparation of Statements of Mission and Functions of the Gla ELIST Staff Officer and other agency participents in the BLINT Program. (ELLET Staff Officer, 1 December) 6. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. 25X1A9a (四本, 1 Jan.) 7. Project 6-61, Banagement Audit of CIA Watch Office. 25X1A9a 10 December) 8. Project 6-55, Meorganization of Acquisitions Branch, CIA Library. 25X1A9a 9. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquieitiems Branch, CIA Library (CTA Libraries). 25X1A9a (15 November)

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10. 18-1060, Transfer of Cailing from GI to BE/F for Escretary, Esmior DE/I

(8 November)

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Assignments Inactive This Yeek

5X1A9a (1A7b	11.	Project 6-65, Memogenent Survey of Technical Information Branch, (1 December)	Smit, Editorial	
	12.	Project 6-5k, Examination of Proposed ORR Beorganization. 31 December)	(AT/ER,	25X1A9a
25X1A9a	v.	Examination of Organization and Punctions of Photo Intell ORR. (1 January)	ligence Division,	
	14.	Assistance to DD/I in Meduction of T/O and Coiling and He Realignments. (Asst. to the TD/I (Admin))	Related (1 Jan.)	25X1A9a
	15.	Project 6-6), Examination of Proposed COR Reorganisation. (15 November)	•	25X1A9a
	26.			25X1A9a
	17.	Manpower Stillsation, Combination of FR/NCR-RI.	(157 / c.,	25X1A9a
		Training		
	18.	Effective Writing - 2 hours		25X1A9a
		GAN Conference Meeting on "Reporting to Top Management" .	l hour l hour	•
25X1A9	а	Conference Leadership - b hours		25X1A9a
				25X1A9a
	25X1A9a	5X1A9a (1A7b) 12. 25X1A9a 14.	Project 6-5k, Examination of Proposed ORR Esorganization. 31 December) 13. Examination of Organization and Functions of Photo Intell ORR. (1 January) 14. Assistance to EE/I in Modulation of T/O and Ceiling and Religionants. (Asst. to the TD/I (Admin)) 15. Project 6-6), Examination of Proposed OCR Reorganization. (15 November) 16. Assistance to Chief, Business Eachines Service in determine of service in determine of electronic computers in EE/I. 17. Mampower Utilization, Combination of FH/OCR-RI. 18. Effective Writing - 2 hours GAM Conference Meeting on "Reporting to Top Management"	12. Project 6-5h, Examination of Proposed ORR Esorganization. (AU/ER, 31 December) 13. Examination of Organization and Punctions of Photo Intelligence Division, ORR. (1 January) 14. Assistance to FE/I in Mediction of 7/0 and Ceiling and Mecessary Related Recligements. (Asst. to the FE/I (Admin)) 15. Project 6-61, Examination of Proposed OCR Reorganization. (1 Jan.) 16. Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DE/I. (31 December) 17. Mangement Stillsation, Combination of PR/NCR-RI. (10/f., 1 Merespher) 18. Effective Writing - 2 hours CAM Conference Meeting on "Reporting to Top Management" - 1 hour

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